



FILEBANK
MEMBER OF THE INNOVATIVE
RECORD SYSTEMS GROUP

RECORDS MANAGEMENT MONTHLY

May 2010

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Now is a good time to Shred!

Is precious office space being occupied by your company records? Are your filing cabinets filled to capacity? Is your offsite storage in compliance with your current retention schedule?

Did you know FileBank offers secure shredding services that will save you money, storage space and will reduce the risks associated with keeping documents too long?

During the month of May FileBank will donate .25 to Ernestine's Woman's Shelter for any boxes we pick up from your site to be confidentially shredded or for any coded boxes signed off for confidential

STORAGE VERSUS SCANNING... WHICH IS RIGHT FOR YOU?



Records Management is an important part of every business. Choosing the right Records Management Strategy for your business however, is as unique as the company itself. For example, while it's important to ensure current records are easily accessible it's not possible to keep everything you might ever need in your desk drawer! You need to be able to have access to the files when they

are needed for research, audit, or a customer issue. All of which begs the question what is the right strategy for my business and our files?

You can choose to store the hard copy original records in paper format, which involves placing records in file cabinets, and eventually boxes so that they can be retrieved when needed. Storing records in paper format however, can take up a lot of space and is best done in a storage facility where they'll be easy to retrieve and more secure.

If you feel that keeping hard-copy paper records is not for you, then you may want to consider scanning documents and storing them electronically. Scanning records for storage can reduce the amount of physical storage space necessary and, if properly organized can also provide immediate search and retrieval capabilities. Having files in an electronic format will help when you need to send or share information and enables access to the same files from multiple locations at the same time. Where ever you are, at home, the office or traveling abroad, you will have instant access to the files you need.

The key factor in selecting your long term storage solution is cost. A typical storage container will contain 2,500 pages and if they are double sided, that's 5,000 images. Most scanning jobs are priced

destruction.

Every piece of paper that we shred is 100% recycled. Trees are a very precious commodity and it is our obligation to take responsible measures to preserve them

If you would like to arrange for a pick-up or a list of your accounts boxes due for destruction, please contact Customer Service at 416-798-1404 or ddaley@filebank.ca

Sensibility and document shredding never felt so good.



We are pleased to announce Ritesh Kumar has joined the FileBank Customer Service and Sales Team!

Ritesh has worked for FileBank for 5 years in our operations department and through his experience working first in the record centre and then as a driver he brings a wealth of Document Management expertise as well as a passion for excellent Customer Service. You can contact Ritesh via phone at (416) 798-1404 or via email at rkumar@filebank.ca.

Category of Links

Document Management

Is on-site storage of your documents taking up valuable office space?

Off-Site Data Security

Fires, Blackouts, Flooding, Explosions. Theft.

Document Imaging

From simple document imaging with desktop retrieval, to more complex conversions

per image and a very competitive rate for scanning will be \$0.10 per image. Scanning a container could cost \$250 - \$500, storing that same box for 10 years will cost \$420. Scanning can cost up to 10% the cost of storage. If however, the files are permanent or you expect to retrieve the box more than 10 times during the storage period scanning starts to be a very attractive option.

The final decision to store or scan your business documents is ultimately up to you. There is no universal answer but there are factors to consider that may make one option better suited for your business.

Contact Marcia at [FileBank msnow@filebank.ca](mailto:msnow@filebank.ca) for further details on the best solution for your business and its document management requirements.

You're invited to...

The LCBO's 19th Annual Charity BBQ

In Support of

Camp Oochigeas

A camp for Children with Cancer

Date: Friday June 4th

Time: 11:30 a.m. – 2:30 p.m.

Location: Queens Quay LCBO parking lot, 2
Cooper Street



BBQ LUNCH \$10 – includes souvlaki, hamburger, chicken, sausage, peameal, pasta, sushi, refreshments, fruit & ice cream

SILENT AUCTION – trips, gift certificates, electronics, gift

Secure Document Shredding

Assigning the task of shredding documents to yourself or your staff can be inefficient.



If you do not wish to receive this newsletter please contact Marcia at msnow@filebank.ca.

Contact Us

<http://www.filebank.ca>
orders@filebank.ca

baskets and much more!

ENTERTAINMENT – live bands, games, prizes etc.

Lunch Tickets available by contacting:

Jim Sheridan @ 365-5855 SAM
George Babb @ 864-6787 Tor Star Retail
Sam Gagliardi @ 365-5788 Tor Star Accounting
Pauline Micallef @ 864-6952 Print Centre
Anna Leung @ 864-2443 I.T.
Carol Bessette @ 864-6637 H.R.
Laura Brolund @ 905-949-3522 Central Regional Office
Store #217 Queens Quay @ 864-6777

Camp Oochigeas is a privately funded, volunteer based organization that provides kids affected by childhood cancer with a unique opportunity for growth through challenging, fun, enriching and magical experiences.

www.ooch.org